

**Office of Central Inspection  
City of Wichita  
Plan Review Section**

**Plan Review**

**Preliminary Project Review**

**Plan Review**

Personnel, Codes, Review Time  
Completion, Revisions, Appeals  
Expiration

**Building Permits**

Progress Plans, Conditional Permit  
Full permit, Licensed Contractor  
Revisions



**Preliminary Project Review:**

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time.

- ◆ No charge
- ◆ Must be pre-scheduled
- ◆ Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- ◆ Conceptual plans are required. Provide one copy for OCI files
- ◆ Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

**On Site Preliminary review:**

When the project involves an existing building, and plans are not available, on-site reviews can be performed.

- ◆ \$30 per Hour, Minimum charge one-half hour. Must be pre-paid
- ◆ Must be pre-scheduled
- ◆ Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- ◆ Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

**Plan Review:**

The commercial plan review section has primary responsibility for coordinating plan review process.

**Personnel:**

- ◆ Building Plans Examiner, OCI
- ◆ Fire Prevention
- ◆ Engineering
- ◆ Health Department
- ◆ Water Department
- ◆ Planning Department

- ◆ Other Agencies as necessary

**Codes:**

- ◆ 2000 International Building Code, with local amendments
- ◆ 2000 International Fire Code, with local amendments
- ◆ 2000 International Mechanical Code, with local amendments
- ◆ 2000 Uniform Plumbing Code, with local amendments
- ◆ 2002 National Electrical Code, with local amendments
- ◆ Local Sewers, Drains and Pretreatment (City Code Title 16)
- ◆ Wichita-Sedgwick County Uniform Zoning Code (City Code Title 28)
- ◆ Wichita-Sedgwick County Subdivision Regs.
- ◆ City of Wichita Landscape Ordinance (City Code Title 10.32)
- ◆ Kansas Accessibility Act (ADA)
- ◆ Federal Fair Housing Act
- ◆ Local Stormwater Pollution Prevention Ordinance (City Code Title 16.32)
- ◆ Local Grease Interceptor Ordinance for food service (City Code Title 16.24)

**Initial Review Time Guidelines:**

The time to review plans can vary greatly. Factors that impact review time include completeness of drawings, current backlog, size of job, type of work involved, etc. Plans are assigned on the Friday following plan submittal. Target initial plan review times are:

- ◆ Valuation of \$25,000 or less – Three business days from the application date.
- ◆ Valuation between \$25,001 to \$75,000 – Seven calendar days from application date
- ◆ Valuation between \$75,001 to \$250,000 – 12 calendar days from assignment date
- ◆ Valuation between \$250,001 to \$2,500,000 18 calendar days from assignment date

- ◆ Valuation over \$2,500,000 – 25 calendar days from assignment date

### ***Completion of Project review:***

When the review is complete, the plans will either

- ◆ Stamped approved, and ready for permit
- ◆ Require changes prior to a permit. A write-up will be issued detailing the required changes. No further work will be done on the project until the changes have been made.

### ***Project revisions:***

- ◆ Revisions must be made by the original design professional
- ◆ Revision review should be completed within one-half the time allowed for initial review.
- ◆ If approved, permit will be issued

### ***Appeals:***

- ◆ All applicants have the right of appeal
- ◆ Board of Code Standards and Appeals
- ◆ Board reviews for alternate materials and methods of construction
- ◆ The board does not have the authority to waive any requirements of the code.
- ◆ The board meets on the First Monday of every month

### ***Expiration of Plan Review:***

- ◆ Expires 180 days from submittal date
- ◆ 180 day extension with written request
- ◆ If the plan review expires, a new plan review fee will be charged for further review.

### **Building Permits:**

#### ***Fees:***

- ◆ Building permit fees are based on Construction Cost. Call the permit desk @ (316) 268-4461 to obtain permit fees based on valuation or the current permit fee schedule
- ◆ Basic Plan Review fee is 65% of the base building permit fee.

### ***Progress plans:***

- ◆ Construction may start prior to final plan submission.
- ◆ New buildings or additions only
- ◆ Additional 50% of plan review fee charged
- ◆ Minimum drawings include site plans and footing and foundation plans
- ◆ Submit conditional permit request form
- ◆ Reviewed within 5 days

### ***Conditional permit:***

- ◆ Construction may start prior to completion of plan review
- ◆ New buildings or additions only
- ◆ Additional 25% of plan review fee charged
- ◆ Full set of project plans required.
- ◆ Submit conditional permit request form
- ◆ Reviewed within 5 days

### ***Full permit:***

- ◆ Any project
- ◆ Full set of project plans required.
- ◆ No additional fees
- ◆ Issued when project plans are approved by Plan Review staff

### ***Licensed Contractor required:***

- ◆ All commercial construction requires a City of Wichita licensed contractor
- ◆ Only contractor or authorized representative can pick up the permit

### ***Revisions to plans after permit:***

- ◆ Changes affecting exiting, wall configuration or structural
- ◆ Must be submitted to OCI for review

## **How to Contact Us**

### **Our Mailing Address:**

Office of Central Inspection (OCI)  
7<sup>th</sup> Floor, City Hall  
455 N. Main  
Wichita, Kansas 67202

### **Phone Numbers:**

*Administration:* (316) 268-4460

*License/Trade permits:* (316) 268-4413

*Sewer Permits:* (316) 268-4341

*Permit desk:* (316) 268-4461

*Plan Review:*

Local: (316) 268-4477

Out of State: 1-800-591-0938

*Building Inspection:* (316) 268-4648

*Mechanical Inspection:* (316) 268-4473

*Plumbing Inspection:* (316) 268-4471

*Electrical Inspection:* (316) 268-4465

*Elevator Inspection:* (316) 268-4462

*Neighborhood Insp.:* (316) 268-4481

*Zoning/Signs:* (316) 268-4479

*Fax:* (316) 268-4663

### **E-mail:**

Paul Hays: [PHays@wichita.gov](mailto:PHays@wichita.gov)

Richard Chamberlin:

[RChamberlin@wichita.gov](mailto:RChamberlin@wichita.gov)

Mark Jansen: [MJanzen@wichita.gov](mailto:MJanzen@wichita.gov)

Jason Jantz: [JJantz@wichita.gov](mailto:JJantz@wichita.gov)

Matt Lee: [MLee@wichita.gov](mailto:MLee@wichita.gov)

Rick Stubbs: [Rstubbs@wichita.gov](mailto:Rstubbs@wichita.gov)

John Williams-Bey:

[JWilliams@wichita.gov](mailto:JWilliams@wichita.gov)

**Web Page:** [www.wichita.gov](http://www.wichita.gov)